

City of Chattanooga, TN
Personnel Class Specification

Class code 0856

FLSA: Non Exempt

CLASSIFICATION TITLE: LEAD POLICE RECORDS CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and coordinate activities involving processing of police records, data entry, operation of criminal information computer systems, and related functions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides direction, training, guidance, and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors productivity and status of work; inspects completed work and troubleshoots problem situations; responds to employee problems/concerns; assists in conducting interviews and making hiring recommendations.

Coordinates operation of national or state criminal information computer systems (NCIC, TIBRS, TIES, and NLETS) used to retrieve/update criminal information and motor vehicle/license records; enters, removes, confirms, and/or updates various data; validates records entered into NCIC system to ensure accuracy and completeness; requests off-line searches through TBI; ensures integrity/security of data and adherence to NCIC/TCIC requirements.

Submits TIBRS data through central repository for Uniform Crime Reporting.

Prepares necessary documentation to expunge criminal records from Records Management System (RMS) database; submits documentation to TBI and FBI; reviews expunged records for recruiting office.

Coordinates, schedules, and conducts staff training; ensures employees operating various criminal information computer systems maintain required certifications; coordinates re-certification testing activities.

Provides training and assistance to local law enforcement and criminal justice agencies in operation of NCIC, TIBRS, TIES, and NLETS criminal information systems; prepares relevant documentation and submits to Tennessee Bureau of Investigation (TBI) for certifications.

Schedules classes and participants; notifies local law enforcement agencies of training and testing dates; conducts/obtains background reports on class participants; prepares workbooks, handouts, and videotapes for use in classes; coordinates re-certification testing; submits testing and certification documentation to TBI; maintains files of police department employees possessing NCIC certification for audit purposes.

Maintains NCIC, TIES, and NLETS manuals and updates; distributes manuals/updates to appropriate personnel.

Coordinates/requests on-line registration of new agencies as satellite agencies with police department; maintains user agreements for satellite agencies; submits user agreements to TBI for approval.

Notifies information systems staff of software problems; notifies TBI of problems involving NCIC or TCIC entries/transactions.

Requests site checks with TBI for installation and relocation of terminals; requests ORIs for new agencies.

Coordinates system audit activities; prepares pre-audit information and records for audit process; provides information or documentation to auditors during audits.

Compiles statistical data pertaining to number of expungements, background checks, files pulled, or other operations; submits monthly reports to supervisor.

Prepares or completes various forms, reports, correspondence, statistical analysis reports, expungement orders, terminal operator eligibility forms, certification reports, test records, NCIC validations, NCIC transactions, teletype messages, user agreements, travel expense forms, training materials, or other documents.

Receives various forms, reports, correspondence, expungement orders, expunged records, TIBRS submissions, criminal background forms, validation forms, criminal history logs, user agreements, training materials, system bulletins/updates, user guides, maps, policies, procedures, codes, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, computer-aided dispatch (CAD), or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with supervisor, employees, other departments, court personnel, law enforcement agencies, state/national agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Requests network and RMS system accounts for new employees; determines security levels for each accounts and submits to information systems staff; resets user passwords for all accounts; requests security upgrades; requests new MDT accounts and county CJUS accounts.

Provides assistance to other employees or departments as needed; assists front counter staff in retrieving, entering, and/or approving/disapproving accident/incident reports; assists back counter staff in entering NCIC transactions; provides backup coverage for switchboard operation.

Performs general/clerical tasks, which may include answering telephone calls, entering data into computer, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes operation of criminal information systems, training, processing of police records, data entry, and basic supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid NCIC Instructor certification. Must possess and maintain valid NCIC Terminal Agency Coordinator (TAC) or Terminal Operator certification. Must possess and maintain valid TCIC, TIES, and/or NLETS Terminal Operator certification. Must possess and maintain good knowledge of Tennessee Bureau of Investigation Incident Based Reporting System (TIBRS). Must possess and maintain Tennessee Bureau of Investigation instructor certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: October, 2001